

# MEDICAL ASSISTING



# MEDICAL ASSISTING PROGRAM



**Class Schedule:** Monday through Friday from 10:00 AM to 4:00 PM

**Location:** Cascade Station & The Annex

Medical Assistants play a vital role in the healthcare field by working collaboratively with members of a health care team in doctors' offices, medical clinics, hospitals, and specialty practices. This 30 week program is designed to provide students with the administrative and clinical skills necessary to deliver safe, quality care in ambulatory settings. Our program provides classroom instruction and practicum experience that prepares students for a successful career as a Certified Medical Assistant.

## *Tasks Performed by Medical Assistants Include:*

- Record patients' medical history, vital statistics, or information such as test results in medical records
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Perform and assist with routine patient procedures and care as they relate to a medical setting
- Show patients to examination rooms and prepare them for the physician
- Prepare and administer medications as directed by a physician
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing
- Authorize drug refills and provide prescription information to pharmacies
- Explain treatment procedures, medications, diets, or physicians' instructions to patients
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform routine laboratory tests and sample analysis

Our Medical Assisting Program is approved by the Office of Degree Authorization (ODA) and accredited by the Accrediting Bureau of Health Education Schools (ABHES), and approved by the Department of Education.

Upon completion of the program, graduates will be prepared to sit for the CMA (AAMA) Certification Exam. Only graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to take the (AAMA) Certification Examination.

Graduates of the Medical Assisting Program will be reimbursed for the costs associated with AAMA Certification if they sit for the exam within 45 days of the program end date.

*"I realized I wanted to make a difference  
in people's lives."*

~Emily S.  
Sumner Graduate



## MEDICAL ASSISTING PROGRAM

Length of Program: 30 Weeks, 3 Terms

Total Credits: 46.0

Credential: Diploma

Location: Cascade Station and The Annex

### Term 1

MA 100 - Clinical Theory and Application ..... Credits 6.0

The course covers the fundamental foundation of concepts for the Medical Assistant. An introduction to the principles and application of patient centered care is the focal point of this course, in order to gain a better understanding of an MA's role in a healthcare setting. An overview of human behavior and patient behavior are covered. Professional communication and communication with patients are covered as well.

MA 115 - Medical Office Management ..... Credits 3.0

ENG 102 - English Composition ..... Credits 4.0

HUM 100 - Global Populations ..... Credits 3.0

MED 101 - Medical Terminology ..... Credits 2.0

### Term 2

MA 101 - Clinical Principles and Application ..... Credits 6.0

The course covers the basic principle and foundation of the Medical Assistant career. A focus on client and patient centered treatment is at the forefront of this course. Concepts and application are covered on how to assist with a physical examination and working within a healthcare team, the study of health care delivery systems, office management, and interpersonal communication are the focal point of this course. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition

MA 130 - Human Anatomy And Physiology ..... Credits 4.0

MA 120 - Pharmacology for Medical Assistants ..... Credits 3.0

PSY 101 - Psychology I ..... Credits 4.0

### Term 3

MA 200 - MA Externship ..... Credits 8.0

Upon successful completion of all required Medical Assisting (MA) program courses, labs and clinical nursing, the student has the opportunity to integrate and apply the content of the MA curriculum. The course prepares students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and facility reviews. Students participate in an on-the-job experience in an affiliated healthcare facility. Students are evaluated for technical proficiency and professionalism by the supervisor using criteria established by the coordinator in conjunction with the healthcare facility standards of performance.

PRD 120 - Professionalism ..... Credits 3.0

# Application Process

Individuals applying for the Medical Assistant Program must meet the following requirements to be considered for admittance. Submission of an application does not guarantee admission into the program. Previous enrollment in a program at Sumner College does not guarantee admission into the program. Work experience in the medical field is not required to be considered for acceptance into the program. Students interested in this program must complete a two page application form.

## PROGRAM REQUIREMENTS

High School Diploma or GED Applicants must possess one of the following and be at least 18 years of age:

- a) Students must provide a copy of their high school diploma (or recognized equivalent) or signed attestation verifying prior education.
- b) GED or equivalent issued from a state authority

## ACCUPLACER TEST

Applicants must complete a Accuplacer test request form prior to taking the exam. There is a \$15.00 non-refundable testing fee due at the time you reserve your testing date. This fee is applied to the registration fee if a student is admitted to the program. The Accuplacer test is comprised of three different sections covering Math Diagnostics, Reading Diagnostics, and Writing Diagnostics. Each section is weighted equally. The test is a multiple choice assessment of basic academic knowledge in reading, mathematics, and writing. A minimum of 3 points must be achieved on the Accuplacer test in order to move forward with the application process.

## ADMISSIONS INTERVIEW

All applicants are required to attend a mandatory appointment with a Sumner College Admissions Representative. This appointment focuses on admissions and program requirements, curriculum and credit hours, class schedules, and clinical experiences. Prospective students have the opportunity to discuss any questions they may have about the program or the college at this time. Additional admission appointments may be arranged at the request of the student.

## FINAL SELECTION

Applicants who complete the steps above will be admitted into the program.

Drug screening and background check are required for this program.

## TUITION AND FEES

46 Credits - \$245 Credit: \$11,270

Grad Fee: \$40

Registration Fee: \$50

Books: \$800

Lab fee: \$1,300

Total: \$13,460

## APPLICATION

Applications can be submitted to the front desk at the Cascade Station campus, via email, or standard mail.

Sumner College

Attn: MA Application

8338 NE Alderwood Road Ste.100 Portland, OR 97220

Email: [admissions@sumnercollege.edu](mailto:admissions@sumnercollege.edu)



# Why Sumner College?

Program can be completed in 7.5 months

30 week program

Skills labs provide hands on practice to prepare you for clinical experience

Class size is limited to 20 students per cohort

Affordable tuition for a career in high demand

The college schedules all of the courses to assure course requirements can be completed in 3 terms

Graduates can start working in the field in less than 8 months



*“Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians.”*

Medical Assistants - Bureau of Labor Statistics April 16, 2018

# Why Medical Assisting?

High Demand

Above Average pay

Medical Benefits

Vision Insurance

Dental Benefits

Paid Time Off

Overtime and Holiday Pay

401k with Employer Matching

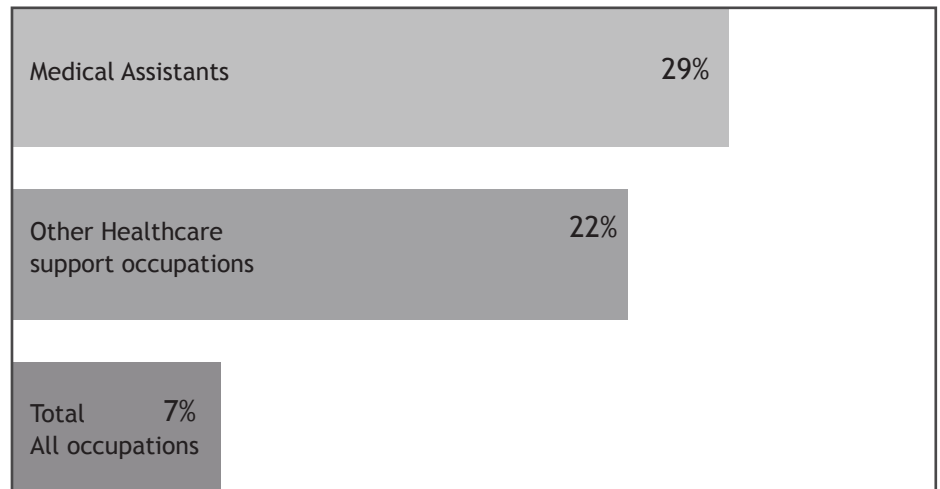
Stock Options

Advancement Opportunities

Flexible Schedule

## Medical Assistants

Percent change in employment, projected 2016-2026



Note: All Occupations includes all occupations in the U.S. Economy.  
source: U.S. Bureau of Labor Statistics, Employment Projections program

*“I really want to help people and be able to make a difference in their lives.” ~Allison E. Sumner Graduate*

# Career Outlook

## Primary Care and Specialty Clinics

Family Practice  
Women's Healthcare  
Outpatient Care  
Urgent Care  
Health Department  
Occupational Medicine  
Nephrology  
Chiropractic Office  
Primary Care

Psychiatric & Behavioral Health  
Pediatric  
Pulmonology  
Orthopedic  
Urology  
ENT  
Dermatology  
Podiatry  
Internal Medicine

Oncology  
Endocrinology  
Rheumatology

### Administrative

Patient Care Navigator  
Patient Services

## Occupational Outlook

According to the Bureau of Labor and statistics, Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The American Association of Medical Assistants states, "The demand for medical assistants is driving this expansion. Employers are seeking and recruiting these allied health professionals because of their uniquely diverse clinical and administrative training." Medical Assistants are highly versatile professionals and perform a wide scope of duties ranging from, taking vital signs to drawing blood and administering injections. These skills enable medical assistants to obtain employment in a variety of settings such as, primary care clinics, a plethora of specialty offices, and urgent care facilities.

## Medical Assistant Earning Potential

Median annual wage for medical assistants is \$32,480 and \$15.61 per hour. Projected job openings between 2016-2026 are 94,900. The Bureau of Labor and Statistics, American Association of Medical Assistants and Occupational Information Network show that there are several factors influencing these averages which include certification, work setting, years of experience, and regional location. The Pacific Northwest averaged higher salaries overall.

### Oregon - \$34,050

Projected employment for Medical Assistants in 2026 is 13,900. Oregon's median annual wage is \$34,050 and \$17.24 per hour. Medical facilities searching for medical assistants are OHSU, Providence, Multnomah County, Kaiser, Legacy, Specialty clinics, and many more.

### Washington - \$35,723

Projected employment for Medical Assistants in 2026 is 17,480. Washington's median annual wage is \$35,723 and \$18.35 per hour. Medical facilities searching for medical assistants are The Vancouver Clinic, Adventist Health, SEA MAR, Specialty clinics, and many more.

While Sumner College cannot guarantee employment or Medical Assisting salary figures, it can be helpful to know that you're entering a field with positive growth expectations.